

**SCHOOL BOARD BYLAWS****Agenda Preparation**

The clerk or deputy clerk of the Stafford County School Board, under the direction of the superintendent, shall prepare and have delivered a proposed agenda for the forthcoming regular meeting together with the minutes of the previous meeting to members of the Board not later than the Friday preceding the date of the meeting. Should a delay in the delivery of the proposed agenda be needed, the chairman is to be contacted by the clerk for approval and instructions.

In order to allow the superintendent time to prepare necessary background materials, a board member should present a request to the superintendent for inclusion on the agenda of matters he/she wishes to have included. Board members are discouraged from adding items to the agenda at the last minute.

Citizens of the school division who wish to suggest items to be included on the agenda of a particular meeting should submit a written request to be received in the office of the superintendent at least ten (10) working days prior to the day of the meeting.

Adopted by School Board: March 24, 1987  
Amended by School Board: December 11, 1990  
Amended by School Board: March 8, 2005

Board Review: March 8, 2005 Staff Review: June 28, 2005 Responsible Department: Clerk; Admin & Legal Services
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